



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 2310.1
G-6/612
14 Jun 93

AIR STATION ORDER 2310.1

From: Commanding General
To: Distribution List

Subj: MESSAGE COURIER AUTHORIZATION REQUIREMENTS

Ref: (a) OPNAVINST 2300.42C (NOTAL)
(b) OPNAVINST 5510.1H

Encl: (1) Sample Message Courier Authorization Letter

1. Purpose. To bring Marine Corps Air Station, Cherry Point Communications Center procedures into compliance with current directives and standardize message courier authorization letters.

2. Background

a. In accordance with reference (a), Naval Telecommunications Centers have been directed to segregate only Top Secret and special handling messages (SPECAT, LIMDIS, PERSONAL FOR). Message segregation refers to the physical separation of classified messages. Due to unclassified and classified messages not being separated, units which are eligible to receive classified messages must appoint courier personnel who have a Final Secret security clearance and have been granted access to NATO Secret.

b. Security Managers have the authority to grant Final Secret security clearances in the case of newly joined personnel whose security clearance has been administratively withdrawn, if security eligibility has been established in the automated system and the personnel security investigation is current.

3. Action

a. Units which are not eligible to receive classified messages will continue to submit and update their courier authorization letters in the format reflected in the enclosure.

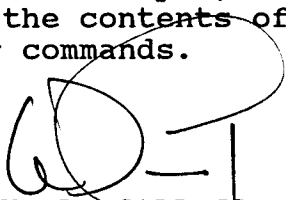
b. All units are requested to constantly review courier authorization letters and make appropriate changes. The new courier authorization letters must be in the format reflected in the enclosure. In accordance with the provisions of reference (b), submitting units must verify the security clearance, special access program, and personnel security investigation information contained in courier authorization letters.

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4. The point of contact for coordination of message courier authorization requirements is the G-6 Communications Center Security Chief, extension 466-2934.

5. Concurrence. The Commanding General, 2d Marine Aircraft Wing; the Commanding Officers, Naval Aviation Depot, and Combat Service Support Detachment 21 concur with the contents of this Order insofar as it pertains to members of their commands.



W. D. CARR JR
Chief of Staff

DISTRIBUTION: A-2

SAMPLE MESSAGE COURIER AUTHORIZATION LETTER

2000
YYMMDD

From: (Appropriate Office or Addressable Unit)
To: Communication Center Officer, Marine Corps Air Station, Cherry Point

Subj: MESSAGE COURIER AUTHORIZATION

Ref: (a) OPNAVINST 2300.42C (NOTAL)

1. Per the reference, the following personnel are authorized to pick up and deliver UNCLASSIFIED messages for (Appropriate Office or Addressable Unit).

(INCLUDE PARAGRAPH 1 IF YOU RECEIVE ONLY UNCLASSIFIED MESSAGE TRAFFIC)

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>
I. E. EXAMPLE	PFC	123 45 6789
L. L. BEAN	GYSGT	123 45 6789

2. Per the reference, the following personnel have the required security clearance and are authorized to pick up and deliver messages for (Appropriate Office or Addressable Unit) up to and including SECRET and NATO SECRET.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>
J. M. SMITH	SGT	123 45 6789
R. S. JONES	LCPL	123 45 6789

(INCLUDE PARAGRAPH 2 ONLY IF YOU RECEIVE SECRET AND NATO SECRET MESSAGES)

3. Per the reference, the following personnel have the required security clearance to pick up and deliver special handling messages for (Appropriate Office or Addressable Unit).

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>TOPSECRET/SPECAT/P-4/LIMDIS</u>
I. M. MARINE	SGT	123 45 6789	NO / NO / YES/ NO
B. A. GRUNT	LCPL	123 45 6789	NO / YES / NO / NO
J. M. JARHEAD	CAPT	123 45 6789	YES / NO / NO / YES

(INCLUDE PARAGRAPH 3 ONLY IF YOU RECEIVE TOP SECRET, SPECAT, PERSONAL FOR, AND/OR LIMDIS MESSAGES).

ENCLOSURE (1)

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4. Point of contact is _____ at extension
#_____.

(SIGNATURE)

ENCLOSURE (1)